

Merit Promotion Announcement

POSITION: Contract Specialist, GS-1102-13 (Target GS-13)
STARTING SALARY RANGE: \$77,180 - \$100,331 per annum
ANNOUNCEMENT NO.: 06-797-02
NUMBER OF VACANCIES: 1

**VA Office of Acquisition & Material Management
National Acquisition Center
National Contract Service
Hines, Illinois**

OPENING DATE: October 31, 2005
CLOSING DATE: November 18, 2005

DISTRIBUTION: VA-Wide

AREA OF CONSIDERATION: VA-wide ACTAP/ICTAP, 30% Or More Disabled Veterans, Other Veterans (See #4 under the "SPECIAL NOTES" section of this announcement), Reinstatement, etc. eligibles.

RELOCATION EXPENSES ARE NOT AUTHORIZED.

COMPLETED APPLICATION MATERIALS MUST BE RECEIVED IN THE HINES HRMD OFFICE BY THE CLOSE OF BUSINESS (3:30P.M. CST) November 18, 2005. (Completed application materials means all required forms (i.e., OF-612, VA forms 5-4676a and 5-4667b, performance appraisals, etc.) as outlined under the "How to apply" section of this announcement.) Applicants must indicate in their application materials the lowest salary and/or grade level they will accept.

DUTIES: The incumbent serves as a Senior Contract Specialist within a centralized activity which provides acquisition support to the Department on a national level and on an international basis under the National Contract Service (NCS) Program. The incumbent is responsible and accountable for a nationwide centralized program to supply medical supplies and equipment to all VA Medical Centers, plus outpatient clinics and other Government agency activities that depend on the Department of Veterans Affairs for supply support. The incumbent leads the full range of contract functions from developing solicitations through acceptance of contracted items, all contract administration functions. Incumbent will be responsible for developing and incorporating contract strategies for all NCS programs. The incumbent will complete special projects, as assigned, including preparing and presenting topics at various conferences and meetings. Incumbent will prepare reports on status of the various programs, as requested and needed. They will provide advice and guidance, as well as mentoring and assisting with all NCS programs, as needed, to junior Contract Specialists. Incumbent will implement program changes and provide input on policy and regulations which will not be limited to one program or one section, but will include the entire FSS Service. The incumbent will be responsible for ensuring a general knowledge of all NCS programs and providing assistance where needed. Upon designation, the incumbent will act as assistant director in absence of the Assistant Director.

2.

Vacancy Announcement No. 06-797-02
Contract Specialist, GS-1102-13 (Target GS-13)
National Contract Service
Hines, Illinois

QUALIFICATION REQUIREMENTS:

This is a summary of the qualification standards as outlined in Qualifications Standards Handbook (replaces OPM X-118) dated July, 1993. See your Human Resources Management Division for information on qualifications as specified in the Qualification Standard.

BASIC REQUIREMENT FOR THE GS-13 GRADE LEVEL: To qualify for this position candidates must meet the basic qualification requirement as set forth in the OPM Individual Qualification Standard for the GS-1102, Contract Specialist Series, revised and effective January 1, 2000, which states that candidates for these positions must possess:

- A. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting, including at least 4-years experience in contracting or related positions. (**Note: Currently, the VA does not have a mandatory training requirement, however, you must still meet the 4-year experience requirement.**) At least 1 year of this experience must be equivalent to the next lower grade level, GS-12, and must have provided the knowledge, skill, and abilities to perform successfully the work of the position.

AND

- B. A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- C. **EXCEPTIONS:** Current Federal employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, you **will** have to meet the basic requirements **and** specialized experience requirements in order to qualify for **promotion** to a higher grade, unless granted a waiver under Paragraph D.
- D. **WAIVER:** *(See "NOTE" below): The senior procurement executive of the agency, **at his or her discretion**, may waive any or all of the requirements of Paragraphs A and B above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this paragraph, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in the agency on the basis of a waiver, the agency may reassign that individual to another position at the same grade within that agency without additional waiver action.

NOTE: Currently the VA does **not** use the waiver process to qualify applicants.

3.

Vacancy Announcement No. 06-797-02
Contract Specialist, GS-1102-13 (Target GS-13)
National Contract Service
Hines, Illinois

In addition to the Basic Requirement, candidates must also meet the experience requirements as shown in the table below. This is a summary of the qualification standards as outlined in Qualifications Standards Handbook (replaces OPM X-118) dated July 1993. See your Human Resources Management Division for information on qualifications as specified in the Qualification Standard.

GRADE	EXPERIENCE		OR	EDUCATION
	GENERAL	SPECIALIZED		
GS-13	None	1 year at least equivalent to GS-12		No Substitution

SPECIALIZED EXPERIENCE: Specialized experience is experience which has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position which is typically in or related to the position to be filled. For this position, specialized experience is defined as experience performing contracting work that included a full range of acquisition review and management services. This experience must demonstrate work in the contracting field which included developing, preparing, and presenting terms and conditions in bids or proposals related to the award of contracts; negotiating, awarding, and termination of a variety of contracts, contract modifications, and/or subcontracts; administering the terms and conditions of contracts; analyzing proposed prices or costs; and formulating policies and procedures for the acquisition of goods and/or services. To be creditable, specialized experience must have been at least equivalent to the next lower grade level. performing contracting work that included a full range of acquisition review and management services. This experience must demonstrate work in the contracting field which included developing, preparing, and presenting terms and conditions in bids or proposals related to the award of contracts; negotiating, awarding, and termination of a variety of contracts, contract modifications, and/or subcontracts; administering the terms and conditions of contracts; analyzing proposed prices or costs; and formulating policies and procedures for the acquisition of goods and/or services. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

SPECIAL NOTES:

1. All candidates must meet the minimum requirements of qualifications standards established by the VA or the OPM (Qualifications Standards Handbook).
2. Candidates must meet statutory and regulatory requirements including time-in-grade and time-after competitive appointment requirements in order to be eligible for consideration.
3. Once a properly constructed promotion certificate is issued, it may be used for up to six months after the issuance date.
4. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may apply.
5. In accordance with VA Directive 5295, "Title 5 Employment Applications", VA employees **must** submit an OF-612, "Optional Application for Federal Employment" when applying for VA Title 5 positions. The SF-171, Application for Federal Employment" may be substituted for the OF-612 if the employee so chooses. **No resumes or other written format will be accepted from VA employees by this office.**
6. In accordance with HRM Letter No. 05-01-01 please note that this office will no longer be able to use the Official Personnel Folders (OPFs) during the merit promotion process for the VA employees assigned to Stations 794 (SAMS), 796 (SDC), and 797 (NAC), which are serviced by this office. Therefore, effective

immediately employees assigned to the aforementioned stations must submit complete application packages as outlined in the "HOW TO APPLY" section of this announcement.

4.

Vacancy Announcement No. 06-797-02
Contract Specialist, GS-1102-13 (Target GS-13)
National Contact Service
Hines, Illinois

NOTE: If you are a displaced or surplus Federal employee, see the special instructions for priority selection consideration on the last page of this announcement. Applicants desiring priority selection consideration under the Agency Career Transition Assistance Program (A-CTAP) must be rated among the "well-qualified" group of candidates. "Well-qualified" for this position includes those candidates who have been determined to meet or exceed the fully satisfactory level of the crediting plan for the rating elements listed above.

BEST QUALIFIED DETERMINATION (KSAs): Qualified promotion candidates will be ranked on the basis of their experience, education, appraisals, training, awards, and outside activities to the extent that they show possession of the rating factors listed below:

1. Ability to analyze, negotiate, administer, and terminate (or cancel) multi-year government contracts which are highly complex and/or atypical.
2. Knowledge of Federal, VA, and GSA acquisition laws, rules, regulations, and policies.
3. Skill in oral communications which demonstrate a mastery of negotiation techniques in order to serve as a senior negotiator, deal with a variety of high level industry and/or Government officials, conduct meetings/conferences etc.
4. Skill in written communications to prepare various correspondence, reports, briefings, white papers, purchase descriptions, statement of work, specifications, that are clear concise and accurate and provided within established guidelines.
5. Ability to work with people for varying organizational levels, skill and background.

HOW TO APPLY: All Current VA Employee Applicants: **1.** Please complete VA Form 5-4078, "Application for Promotion or Reassignment". **2.** Submit an application for employment, which may be a SF-171, "Application for Federal Employment", or an OF-612, "Optional Application for Federal Employment". **3.** You must also submit VA Forms 5-4676a and 5-4667b using rating factors (KSAs) listed above as well as your training record, current Annual Performance Appraisal and latest SF-50B (Notification of Personnel Action), *which shows your current title, series, grade, and salary*. **4.** Copy of your official college transcript(s). All items listed must be *received* by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141, no later than the closing date shown on this announcement.**

Applicants from other Federal Agencies: **1.** Submit an application for employment, which may be a SF-171 "Application for Federal Employment" or an OF-612, "Optional Application for Federal Employment". **2.** Submit a copy of your most recent SF-50B (Notification of Personnel Action), *which shows your current title, series, grade, and salary*, a current Performance Appraisal, and a copy of your training record. **3.** Applicants are also responsible for responding to the rating factors (KSAs) and having their immediate supervisor respond to the rating factors (KSAs) listed in this announcement under Best Qualified Determination (use plain paper). **4.** Copy of your official transcript(s). The application package, items 1, 2, 3, and 4, must be *received* by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141 by the closing date shown on this announcement.**

5.

**Vacancy Announcement No. 06-797-02
Contract Specialist, GS-1102-13 (Target GS-13)
National Contract Service
Hines, Illinois**

Applicants applying under any Special Appointment Authority for Veterans: 1. Submit an application for employment, which may be a resume, an OF-612, "Optional Application for Federal Employment," or other written format. 2. Submit copies of *all* DD-214's. 3. Submit SF-15, Application for 10-Point Veteran Preference, if applicable. 4. Applicants are also responsible for responding to the rating factors (KSA's) listed in this announcement under Best-Qualified Determination (use plain paper). 5. Submit copy of your official transcript(s). 6. Submit an OF-306, Declaration for Federal Employment. The application package, items 1, 2, 3, 4, 5, and/or 6 must be *received by* the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P. O. Box 76, Hines, IL 60141 by the closing date shown on this announcement.**

Applicants under other Appointing Authorities (i.e., Reinstatement): 1. Submit an application for employment, which may be a SF-171 "Application for Federal Employment" or an OF-612, "Optional Application for Federal Employment". 2. Submit a copy of your separation SF-50B (Notification of Personnel Action), *which shows the last title, series, grade, and salary held*, Performance Appraisal, if available, and a copy of your training record (or equivalent), if applicable. 3. Applicants are also responsible for responding to the rating factors (KSAs) listed in this announcement under Best Qualified Determination (use plain paper). 4. Copy of your official transcript(s). 5. Submit an OF 306, Declaration of Federal Employment. The application package, items 1, 2, 3, 4, and 5, must be *received* by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141 by the closing date shown on this announcement.**

Overnight Address: If you wish to send an overnight package by an organization other than the U.S. Postal Service you should send your package to VA National Acquisition Center, Human Resources (90N-HR), 1st Avenue 1 Block North of 22nd Street, Building 37, Hines, Illinois 60141.

ACTA/ICTAPP APPLICANTS: In addition to submitting the application materials listed above, please follow the instructions at the end of this announcement. All items listed must be *received* by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141, no later than the closing date shown on this announcement.**

The VA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resource Management Division. The decision on granting reasonable accommodation will be on a case-by-case basis.

This office will retain all applications and supporting documents. **Please do not submit copies of previous job (position) descriptions, manuscripts, personal endorsements, or other unsolicited materials. After receipt, no requests for copies will be honored. Failure to comply with all the application procedures may result in an applicant being rated ineligible for the position or receiving less than full credit in the evaluation and ranking process.**

Use of postage-paid government agency envelopes to file job applications is a violation of Federal laws and regulations. **Applications submitted in postage-paid government envelopes or from any fax machine will not be accepted.**

6.

Vacancy Announcement No. 06-797-02
Contract Specialist, GS-1102-13 (Target GS-13)
National Contract Service
Hines, Illinois

THE POSTING of this announcement is a solicitation for applications from current VA employees for competitive considerations. It does not, however, restrict the right to consider or select applicants from any other recruitment source such as reassignment, appointment, demotion, transfer, reinstatement or special appointment authorities such as those for disabled veterans, veterans readjustment appointment (VRA) eligibles, severely disabled individuals, etc.

All applicants tentatively selected for VA employment (in a testing designated position) are subject to urinalysis to screen for illegal use prior to employment. Applicants who refuse to be tested will be denied employment.
--

ACTIONS to fill this position will not be based on discriminatory factors which are prohibited by law.

THIS POSITION IS LOCATED IN A SMOKE FREE BUILDING.

DAVID C. POLLARD
Human Resources Specialist (Human Resources Management Division)
Telephone: (708)786-7715
Distribution: Government-Wide

SPECIAL SELECTION PRIORITY CONSIDERATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (ICTAP). To receive this priority consideration you must:

1. Be a displaced Federal employee. You **must** submit a copy of the appropriate documentation such as a RIF separation notice, or a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice, retired **on** the effective date of the RIF and submits Standard Form 50 that indicated "Retirement in lieu of RIF"; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.

3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **must** be submitted with your application package. *(This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)*

4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.). There is no longer a passive third-party referral program.

6. Be rated well-qualified for the position.

SPECIAL SELECTION PRIORITY CONSIDERATION FOR SURPLUS OR DISPLACED VA EMPLOYEES

A displaced or surplus employee is entitled to receive selection priority for jobs within his/her own agency before other persons, either within or outside the agency, may be selected under the provisions of the Agency Career Transition Assistance Program (ACTAP). That entitlement is subject to the following conditions:

1. The employee must not have been separated yet by RIF; eligibility ends on the RIF separation date;
2. The employee must apply on his (her) own for the vacancy. There is no longer a passive, third-party referral program. The application must be filed timely.
3. Have a current performance rating of record of at least fully successful. *A copy of the performance appraisal must be submitted with the application.*
4. The vacancy must be in the same commuting area as the employee's duty station.
5. The vacancy must be at or below the grade level of the job from which the employee will be separated. The vacancy must also have no greater promotion potential than the position from which the employee will be separated.
6. The employee must be rated well-qualified for the position.
7. The employee must submit a copy of the certification/displacement letter addressed to the employee. This information will be verified with the employee's servicing Human Resources Management Division.